## CLERICAL TITLES REQUIRING 0-1 YEAR EXPERIENCE Local Government Titles (Municipalities and/or Counties)

Account Clerk

Account Clerk/Cashier Typing

Account Clerk Typing

Admitting Clerk

Admitting Clerk Typing

Assessing Clerk
Assessing Clerk (Biling. In Span & Eng)

Assessing Clerk Typing

Assistant Secretary, Board/ Commission

Asst Violations Clerk

Asst Violations Clerk (Bilingual In Span & Eng)

Asst Violations Clerk Typing

Audit Account Clerk

Bookkeeping Machine Operator

Bookkeeping Machine Operator Typing

Bookkeeping Machine Operator /Cashier

Cashier

Cashier, Typing

Demo

Demo Keypunch

Demo Keypunch/Index Clerk

Demo Terminal

Demo Typing

Docket Clerk

Docket Clerk (Biling. In Span & Eng)

Elections Clerk

Elections Clerk Typing

Employee Benefits Clerk

Employee Benefits Clerk Typing

Identification Clerk

Index Clerk

Index Clerk Typing

Payroll Clerk

Payroll Clerk Typing

Payroll Clerk Typing (Biling. In Span & Eng)

Permit Clerk

Permit Clerk Typing

Permit Clerk Typing (Biling. In Span & Eng.)

Property Clerk

Property Clerk (Biling. In Span & Eng.)

Property Clerk Typing

Personnel Clerk

Personnel Clerk Typing

Personnel Clerk Typing (Biling. In Span & Eng.)

Police Communications Clerk

Police Communications Clerk (Biling. In Span & Eng.)

Police Communications Clerk Typing

Receptionist

Receptionist And Interpreter

Receptionist (Biling. In Span & Eng.)

Receptionist Typing Receptionist/Sr. Clerk Transcriber

Recorder Operator (Courts)

Recorder Operator Typing (Courts)

School Clerk

School Clerk (Multiling. In Span., Port, & Eng.)

Sr. Admitting Clerk

Sr. Assessing Clerk (Biling. In Span. & Eng.)

Sr. Assessing Clerk Stenographer

Sr. Assessing Clerk Typing

Sr. Clerk

Sr. Clerk (Biling. In Span. & Eng.)

Sr. Clerk Stenographer

Sr. Clerk Stenographer (Biling. In Span. & Eng.)

Sr. Clerk Transcriber

Sr. Clerk Typist

Sr. Clerk Typist (Biling. In Span. & Eng.)

- Sr. Demo
- Sr. Demo (Keypunch)
- Sr. Demo (Terminal)
- Sr. Demo Typing
  Sr. Demo/Timekeeper Typing
- Sr. Docket Clerk
- Sr. Docket Clerk (Biling. In Span. & Eng.)
- Sr. Docket Clerk Typing
- Sr. Elections Clerk
- Sr. File Clerk
- Sr. Identification Clerk
- Sr. Identification Clerk Typing
- Sr. Index Clerk
- Sr. Index Clerk Typing Sr. Mail Clerk
- Sr. Personnel Clerk
- Sr. Personnel Clerk Stenographer
- Sr. Personnel Clerk Typing
- Sr. Receptionist
- Sr. Receptionist (Biling In Span. & Eng.)
  Sr. Receptionist (Biling In Vietnamese & Eng.)
- Sr. Receptionist Transcriber Sr. Receptionist Typing
- Sr. Timekeeper
- Sr. Timekeeper Typing
- Sr. Vault Clerk
- Statistical Clerk
- Stores Clerk
- Tax Clerk
- Tax Clerk (Biling. In Span. & Eng.) Tax Clerk Stenographer
- Tax Clerk Typing
- Timekeeper
- Timekeeper Typing Tool Loan Clerk
- Vault Clerk
- Vault Clerk Typing
- Ward Clerk
- Ward Clerk (Biling. In Span. & Eng.)
- Ward Clerk Typing
- Word Processing Operator

## CLERICAL TITLES REQUIRING 2 OR MORE YEARS EXPERIENCE Local Government Titles (Municipalities and/or Counties)

Administrative Clerk

Administrative Clerk (Bilingual In Sp & Eng)

Administrative Clerk Transcriber

Administrative Clerk Typ.

Administrative Secretary

Asst Municipal Clerk

Asst Municipal Clk/Regstr Of Vital Stats Typ.

Asst Municipal Clerk/Sr. Purchasing Asst.

Asst Municipal Clerk Steno.

Asst Municipal Clerk Transcriber

Asst Municipal Clerk Typ.

Deputy Regist Of Vital Stats

Deputy Regist Of Vital Stats Typ.

Executive Secretarial Assistant

Naturalization Clerk

Naturalization Clerk Typ.

Prin. Acct. Clerk

Prin. Acct. Clerk Bilingual In Portugese & Eng

Prin. Acct. Clerk Steno.

Prin. Acct. Clerk Typ.

Prin. Acct. Clerk Typ. Bilingual In Sp & Eng

Prin. Audit Account Clerk

Prin. Audit Account Clerk Typ.

Prin. Cashier

Prin. Cashier Typ.

Prin. Clerk

Prin. Clerk Bilingual In Sp & Eng

Prin. Clerk Stenographer

Prin. Clerk Stenographer (Bilingual In Sp & Eng)

Prin. Clerk Transcriber (Bilingual In Sp & Eng)

Prin. Clerk Transcriber

Prin. Clerk Typist

Prin. Clerk Typist (Bilingual In Sp & Eng)

Prin. DEMO

Prin. DEMO (Keypunch)

Prin. DEMO (Terminal)

Prin. DEMO (Typ.)

Prin. Docket Clerk

Prin. Docket Clerk (Bilingual In Sp & Eng)

Prin. Docket Clerk Typ.

Prin. Docket Clerk Typ. (Bilingual In Sp & Eng)

Prin. File Clerk

Prin. Index Clerk

Prin. Index Clerk Typ.

Prin. Library Asst.

Prin. Library Asst. Typ.

Prin. Mail Člerk

Prin. Operator, Automated Typewriter

Prin. Payroll Clerk

Prin. Payroll Clerk/Prin. Personnel Clerk

Prin. Payroll Clerk Typ.

Prin. Payroll Clerk Typ. Bilingual In Sp & Eng

Prin. Personnel Clerk Steno.

Prin. Personnel Clerk Typ.

Prin. Personnel Clerk Typ. Bilingual In Sp & Eng

Prin. Personnel Clerk

Prin. Purchasing Asst. Typ.

Prin. Purchasing Asst.

Prin. Tax Clerk

Prin. Tax Clerk Typ.

Prin. Word Processing Operator

Regist Of Vital Stats

Regist Of Vital Stats (Bilingual In Span. & Eng)

Regist Of Vital Stats (Billing Regist Of Vital Stats, Typ.

Secretarial Asst

Secretarial Asst Bilingual In Sp & Eng

Secretarial Asst Steno.

Secretarial Asst Steno. Bilingual In Sp

Secretarial Asst Transcribing

Secretarial Asst Transcribing
Secretarial Asst Typ. Bilingual In Sp & Eng
Secretary, Board/Commission
Secretary, Board/Commission Typ.
Secretary, Board/Commission/Superv. Clerk Typist
Senior Naturalization Clerk Typing
Senior Purchasing Asst.
Senior Purchasing Asst.
Senior Purchasing Asst.

Senior Purchasing Asst. Steno.
Senior Purchasing Asst. Typ.
Senior Purchasing Asst. Typ. Bilingual in Span. And Eng.
Violations Clerk

Violations Clerk Typ. Word Processing Spec.

## CLERICAL TITLES REQUIRING 0-1 YEAR EXPERIENCE State Government Titles

Audit Acct. Clerk Typ.

Court Services Representative DEMO (Data Entry Machine Operator)

DEMO Terminal

Judiciary Acct Clerk 1
Judiciary Acct Clerk 2
Judiciary Clerk 1

Judiciary Clerk 2

Mail Clerk

Operator, Automated Typewriter Payroll Clerk

Receptionist

Receptionist Bilingual In Vietn & Eng Sr. Audit Acct. Clerk Sr. Bookkeeping Machine Operator

Sr. Clerk

Sr. Clerk Bilingual In Sp & Eng

Sr. Clerk Steno.

Sr. Clerk Transcriber

Sr. Clerk Transcriber Bilingual In Sp & Eng

Sr. Clerk Typist

Sr. Clerk Typist Bilingual In Sp & Eng Sr. Data Entry Machine Operator

Sr. Library Asst. Sr. Mail Clerk

Sr. Payroll Clerk

Sr. Statistical Clerk

Sr. Stock Clerk

Sr. Vault Clerk

Statistical Clerk

Stock Clerk

Support Services Rep. 3

Support Services Rep. Trainee Vault Clerk

Word Processing Spec. 3

## CLERICAL TITLES REQUIRING 2 OR MORE YEARS EXPERIENCE State Government Titles

Prin. Audit Account Clerk

Prin. Audit Account Clerk Typ.

Prin. Clerk

Prin. Clerk Stenographer

Prin. Clerk Transcriber (Bilingual

In Span & Eng)

Prin. Clerk Transcriber
Prin. Clerk Typist
Prin. Clerk Typist (Bilingual In Span & Eng)

Prin. DEMO

Prin. DEMO (Terminal)

Prin. Library Asst.

Prin. Library Asst. Typ. Prin. Mail Clerk

Prin. Operator, Automated Typewriter Prin. Payroll Clerk

Secretarial Asst 1

Secretarial Asst 2

Secretarial Asst 3

Secretarial Asst 1 Nonstenographic

Secretarial Asst 2 Nonstenographic

Secretarial Asst 3 Nonstenographic

Secretarial Asst 3 Nonstenographic (Bilingual In Span & Eng)

Support Services Rep. 2

Word Processing Spec. 1

Word Processing Spec. 2

Title List Revised 08-01-03